

Proposal Review Committee
October 25, 2011
Statewide Benefits Office
Duncan Building, Ste. 320, Dover, Delaware

Public Session: 10:07 a.m.

The Proposal Review Committee met on October 25, 2011, at the Statewide Benefits Office, Dover, Delaware. The following committee members were present:

Attendees

Brenda Lakeman, OMB, Director, Statewide Benefits
Faith Rentz, OMB, Deputy Director, Statewide Benefits
Laurene Ehemann, OMB, RFP and Contract Coordinator, Statewide Benefits
Wendy Brown, Department of Health and Social Services
Valerie Watson, Department of Finance
Lori Christiansen, Office of Controller General
Erin Guerke, Office of the Treasurer
Jennifer Vaughn, Delaware Insurance Department
Amy Quinlan, Administrative Office of the Courts

Introductions/Sign In

Ms. Lakeman called the meeting to order at 10:07 a.m.

Approval of Minutes

Ms. Lakeman requested a motion to approve of the minutes from the October 11, 2011, meeting of the Proposal Review Committee (PRC). A motion was made by Ms. Vaughn and seconded by Ms. Christiansen. The motion was approved with unanimous voice vote.

Discussion of Consulting Services RFP

Ms. Lakeman requested a motion to move into executive session for review and discussion of the finalists' follow-up responses. Ms. Guerke made the motion and it was seconded by Ms. Quinlan. Upon approval of the motion by unanimous voice vote, the PRC moved into Executive Session at 10:09 a.m.

Upon conclusion of the Executive Session, a motion was made by Ms. Guerke at 11:05 a.m. to move back into the Public Session and Ms. Brown seconded. Upon approval of the motion by unanimous voice vote, the PRC moved into Public Session at 11:06 a.m.

Upon return to the Public Session, Ms. Ehemann read the final tallied scores as submitted by the PRC. The total scores were: The Segal Company, 91.5; AonHewitt, 88.4; Cheiron 68.8; and Willis Group, 67.4.

Ms. Guerke made a motion to recommend to the State Employee Benefits Committee a contract award for Consulting Services in accordance with the RFP, bids, and follow-up responses to The Segal Company effective January 1, 2012, and subject to final contract negotiations. The motion was seconded by Ms. Watson. The recommendation to award was approved by unanimous voice vote.

Adjournment

There being no further business, Ms. Lakeman requested a motion to adjourn. Ms. Christiansen made a motion to adjourn and Ms. Quinlan seconded. Upon unanimous voice approval, the meeting was adjourned at 11:11 a.m. Please note there were no public attendees.

Respectfully submitted,



Laurene M. Ehemann
RFP and Contract Coordinator